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11-1 Introduction

This chapter is published to acquaint engineers and inspectors with the various forms provided by WSDOT for keeping records of the construction activities and payment for the various phases of the work.

The following pages contain a list of forms to be used in reporting project progress. The sample forms listed in this manual in the past have been eliminated. Copies of the forms are available via four different methods:

- The WSDOT Internal website at wwwi.wsdot.wa.gov/fasc/adminservices/forms
- The WSDOT Microsoft Outlook in the following folder: *Public Folders/All Public Folders/WSDOT/Agency Forms/Filemaker Forms/WSDOT Forms*
- The WSDOT external website at www.wsdot.wa.gov/forms
- By ordering the forms through your WSDOT Regional Stores personnel.

Both English and Metric versions will be available until the last metric project is completed.

11-2 General Instructions

Forms shown in Chapter 11 are categorized by those persons or offices responsible for completing the form(s) and alphabetically by form name.

It is recommended that the on-line version be utilized, which should be the most current copy of the form, during the administration of a project.

Unless otherwise noted, the previous version of a revised form may continue to be used until the existing supply is gone. However, if the supply of the older form is not exhausted at the end of six months after the revision date shown below, the supply of old forms should be discarded and the latest version used. The latest version may also be used immediately if desired.

Blank forms should be ordered or downloaded from one of the methods listed in Section 11-1 when supplies run low rather than photocopying an existing form. This will ensure that the latest version of the form is used.

Form numbers followed by the letters "EF" indicate that an electronic version of the form is available.

*** Indicates only forms with the revised date shown are to be used. All older forms will be discarded.**

Signatures

The collection of information in the field has traditionally consisted of text-based documents which were intended to be "hand-signed" by the originator of the document. Now that these forms are available electronically, the question arises as to which forms will require an original hand-written signature and which will be acceptable with computer generated or printed signatures.

The electronic forms listed in Chapter 11 are further categorized into those forms requiring an original signature and which are acceptable with computer generated or printed signatures. Project Office personnel will need to review the forms to familiarize themselves with the signature requirement of each form. All computer generated forms are acceptable as a hard copy with a "handwritten" signature.

Signature Blocks

Any form, on which the word "Signature" appears in the block, requires an original handwritten signature in that block (e.g. Inspector's signature ____, Contractor's signature ____, Project Engineer's signature ____, etc.) Any form on which the signature block contains anything other than "Signature" may utilize a computer generate or printed signature (e.g. Completed by ____, Prepared by ____, Submitted by ____, Inspector ____, etc.) Signature blocks on these forms are "open" on the FileMaker Pro electronic forms in order to allow the originator of the form to type in their name.

When filling out and completing our construction forms, all signature or initial blocks must be completed. Leaving them blank is not acceptable.

Identifying Individual's Signatures

Project Offices will need to establish a procedure in which printed signatures or initials appearing on a document may be accepted as equal to a handwritten signature or initials. A WSDOT personnel signature list (Form 422-001 EF, Project Personnel Signature Listing) is available for Project Office use.

This list shall be included with the final records as defined in Chapter 10-3.5 of the Construction Manual. It is recommended that before work commences on a project, that all those who will be assigned a role on the project sign and initial this sheet. The list should be kept current throughout the life of the project.

NOTE: A handwritten signature is always acceptable on all forms.

11-2A Project Office

Form No.	Revised Date	Form Name
Administration		
410-025 EF	3/02	Project Engineer Transmittal
420-012 EF	1/96	Recommended Changes to Specifications and Construction Manual
421-005A EF	<u>12/09</u>	Change Order – Minor Change (2 page)
421-006 EF	5/06	Order to Suspend Work
421-007 EF	5/06	Order to Resume Work
421-010 EF	3/08*	Prime Contractor Performance Report
540-509 EF	3/02	Commercial Pesticide Application Record
722-025 EF	<u>7/10</u>	As Built Cover Sheet
750-001 EF	<u>6/08</u>	Fall Protection Plan
750-001A EF	1/05	Tower and Bridge Fall Protection Plan
Aggregates		
350-023 EF	4/02	Pit Evaluation Report
<u>422-020 EF</u>	<u>9/08</u>	<u>Record of Field Tests</u>
<u>422-020A EF</u>	<u>5/08</u>	<u>Aggregate Record of Field Tests</u>
<u>422-020B EF</u>	<u>7/08</u>	Inspector's Record of Field Test
Asphalt Testing		
350-016	4-02	Asphalt Emulsion Label
350-126 EF	8/97	Asphalt Plant Inspection
350-157 EF	4/02	Rice Density
350-161 EF	3-07	HMA Mineral Aggregates
350-162 EF	<u>7/08</u>	Volumetrics Worksheet
350-560 EF	<u>4/09</u>	Ignition Furnace Worksheet
Concrete Testing		
350-009 EF	7/02	Concrete Test Cylinder Transmittal
450-001 EF	1/96	Manufacturer's Certificate of Compliance for Ready Mixed Concrete
DBE/EEO		
272-051 EF	6/07	MBE/DBE/WBE On-Site Review
272-060 EF	12/04	Federal-Aid Highway Construction Annual Project Training Report
226-012 EF	5/06	Trainee Interview Questionnaire
424-003 EF	12/96	Employee Interview Report
Density (Asphalt / Soils)		
350-073 EF	1/07	Hot Mix Asphalt Test Section Report
350-074 EF	<u>3/10</u>	Field Density Test
350-092 EF	<u>1/09</u>	Hot Mix Asphalt Compaction Report
<u>350-092A EF</u>	<u>5/10</u>	<u>Mile Post Asphalt Compaction Report</u>
<u>350-092B</u>	<u>3/10</u>	<u>Hot Mix Asphalt Compaction Report (80 ton)</u>
351-015 EF	<u>6/10</u>	Daily Compaction Test Report
Documentation		
134-146 EF	10/07*	Final Contract Voucher Certificate
350-115 EF	<u>2/10</u>	Contract Materials Checklist
410-027 EF	4/02	Test Pile Record
422-001 EF	<u>10/08</u>	Project Personnel Signature Listing
<u>422-001A EF</u>	<u>10/08</u>	<u>Change Order Authorization Signature</u>
422-007 EF	3/08	Report of Protested Work
422-008 EF	3/08*	Daily Report of Force Account Worked
422-009 EF	2/96	Final Record Notes Title Page
422-009B EF	2/96	Final Record Notes Title Page
422-010 EF	2/06*	Force Account Equipment Rate Request
422-012 EF	4/01	Final Record <u>Notes – Title Sticker</u>
422-021	<u>4/08</u>	Item Quantity Ticket
422-024	7/95	Water Delivery Record
422-568 EF	4/01	Load Tally Sheet
422-635 EF	3/08	Field Note Record

422-636 EF	8/96	Field Note Record (Sketch Grid)
422-637 EF	3/08	Field Note Record for Drainage
422-700 EF	8/99	Daily Work Quantities
450-004	<u>8/08</u>	Pile Book
591-020A EF	<u>10/10</u>	Daily Traffic Item Ticket (Equipment)
591-020B EF	<u>10/10</u>	Daily Traffic Item Ticket (Labor)
591-020C	<u>10/10</u>	<u>Summary of Daily Traffic Item Ticket</u>

General Materials

350-026 EF	5/02	Preliminary Sample Transmittal
350-056 EF	<u>1/09</u>	Sample Transmittal
350-114 EF	4/02	Summary Report of Acceptance Sampling and Testing
350-130 EF	3/08	Field Acceptance/Verification Report (RAM/QPL)
350-564 EF	<u>3/08</u>	Gradation Chart – 0.45 Power
350-572 EF	6/04	Manufacturer's Certificate of Compliance Checklist

Inspection

421-045 EF	2/97	WSP Field Check List
422-004 EF	3/08	Inspector's Daily Report
422-004A EF	<u>7/08</u>	Inspector's Daily Report Diary Page
422-004B EF	<u>7/08</u>	(Street) Inspector's Daily Report
422-027 EF	<u>10/07</u>	Scaleman's Daily Report
422-644 EF	12/95*	Daily Report of BST Operations
540-020 EF	3/02	Backflow Prevention Assembly Test Report

11-2B Regional Office

Form No.	Revised Date	Form Name
230-036A EF	4/07	Initial Documentation Review (Procedures)
230-036B EF	3/07	Follow-Up Documentation Review
272-061 EF	8/03	Federal-Aid Highway Construction Cumulative Training Report
420-012 EF	1/96	Recommended Changes to Specifications and Construction Manual
421-014 EF	1/97	Examination Sheet for Contract Items
422-100 EF	6/03	Interim Inspection of Federal-Aid Project
FHWA-1392	3/92	Federal-Aid Highway Construction Summary of Employment Data

11-2C Fabrication Inspector

Form No.	Revised Date	Form Name
350-004 EF	5/02	Fabrication Progress Report
450-005 EF	3/02	Post-Tensioning Record

11-2D State Construction Office

Form No.	Revised Date	Form Name
422-101 EF	6/07	Final Inspection and Acceptance of Federal-Aid Project
FHWA-1392	3/92	Federal-Aid Highway Construction Summary of Employment Data

11-2E Materials Laboratory (State or Region)

Form No.	Revised Date	Form Name
350-112 EF	3/02	Correlation — Nuclear Gauge to Core Density
350-514 EF	4/97	Moisture – Density Relationship Report
350-564 EF	<u>3/08</u>	Gradation Chart – 0.45 Power
351-021 EF	4/02	Statement of Receipt of Radioactive Material

11-2F Contractor

Form No.	Revised Date	Form Name
134-146 EF	<u>10/07*</u>	Final Contract Voucher Certificate
272-049 EF	9/07	Training Program
272-050 EF	9/07	Apprentice/Trainee Approval Request
272-062 EF	6/98	Contract Compliance Review Request for Additional Information
350-040 EF	6/06	Concrete Mix Design
350-042 EF	<u>1/09</u>	HMA Mix Design Submittal
350-071 EF	<u>12/08*</u>	Request for Approval of Material
350-109 EF	9/07	Certification of Materials Origin
410-029 EF	<u>5/10</u>	Contractor's Construction Process Evaluation
420-004 EF	3/08*	Contractor and Subcontractor or Lower-Tier Subcontractor Certification for Federal-Aid Projects
421-009 EF	3/08	Release — Retained Percentage (Except Landscaping)
421-012 EF	<u>11/09*</u>	Request to Sublet Work
421-023 EF	<u>4/10*</u>	Quarterly Report of Amounts Paid MBE/WBE Participants
421-040A EF	4/04	Contractor's Daily Report of Traffic Control - Summary
421-040B EF	3/08	Contractor's Daily Report of Traffic Control - Traffic Control Log
422-102 EF	2/06	Quarterly Report of Amounts Credited as DBE Participation
422-110 EF	<u>7/09</u>	Statement of Apprentice/Journeyman Participation
422-115 EF	<u>7/09</u>	Apprentice Utilization Plan
540-509 EF	3/02	Commercial Pesticide Application Record
820-010 EF	6/99*	Monthly Employment Utilization Report
FHWA-1391	3/92	Federal-Aid Highway Construction Contractor's Annual EEO Report

Alphabetical Listing of Forms**Forms Requiring an Original Hand Written Signature**

(X) = Contractor's signature is desirable but not necessary to make payment.

Cont.	PE	Form No.	Form Name
X		421-023 EF	<u>Quarterly</u> Report of Amounts Paid as MBE/WBE Participants*(<u>4/10</u>)
X		272-050 EF	Apprentice/Trainee Approval Request
	X	540-020 EF	Backflow Prevention Assembly Test Report
X		350-109 EF	Certification of Materials Origin
X	X		CCIS Generated Change Order
(X)		421-005A EF	Change Order – Minor Change (2 page)
	X	540-509	Commercial Pesticide Application Record
X	X	272-062 EF	Contract Compliance Review Request for Additional Information
	X	350-115 EF	Contract Materials Checklist (pdf format)
X		420-004 EF	Contractor and Subcontractor or Lower-Tier Subcontractor Certification for Federal-Aid Projects*(3/08)
(X)	X	422-008 EF	Daily Report of Force Account Worked*(3/08)
X	X	FHWA-1391	Federal-Aid Highway Construction Contractors' Annual EEO Report
X	X	FHWA-1392	Federal-Aid highway Construction Summary of Employment Data
X	X	134-146 EF	Final Contract Voucher Certificate*(<u>10/07</u>)
X		820-010 EF	Monthly Employment Utilization Report*(6/99)
	X	421-010 EF	Prime Contractor Performance Report*(3/08)
	X	422-001 EF	Project Personnel Signature Listing
X		422-102 EF	Quarterly Report of Amounts Credited as DBE Participation
X	X	421-009 EF	Release – Retained Percentage (Except Landscaping)
X	X	422-007 EF	Report of Protested Work
X	X	421-012 EF	Request to Sublet Work*(<u>11/09</u>)
	X	351-021 EF	Statement of Receipt of Radioactive Material
X	X	272-049 EF	Training Program

Forms Suitable for Printed Signature

(X)* = Contractor's signature is desirable but not necessary.

Cont.	PE	Form No.	Form Name
		422-115 EF	Apprentice Utilization Plan
		722-025 EF	As Built Cover Sheet
(X)*		350-126 EF	Asphalt Plant Inspection
		350-016 EF	Asphalt Emulsion Label
	X	350-009 EF	Concrete Test Cylinder Transmittal
	X	350-040 EF	Concrete Mix Design
(X)*		410-029 EF	Contractor's Construction Process Evaluation
X		421-040A	Contractor's Daily Report of Traffic Control -Summary
X		421-040B	Contractor's Daily Report of Traffic Control –Traffic Control Log
	X	350-112 EF	Correlation – Nuclear Gauge to Core Density
	X	351-015 EF	Daily Compaction Test Report
(X)*	X	422-644 EF	Daily Report of BST Operations*(12/95)
(X)	X	591-020A EF	Daily Traffic Item Ticket (Equipment)
(X)	X	591-020B EF	Daily Traffic Item Ticket (Labor)
	X	591-020C EF	Daily Traffic Item Ticket (Summary)
(X)*	X	422-644 EF	Daily Report of BST Operations
	X	422-700 EF	Daily Work Quantities
	X	424-003 EF	Employee Interview Report
	X	421-014 EF	Examination Sheet for Contract Items
	X	350-004 EF	Fabrication Progress Report
	X	750-001 EF	Fall Protection Plan
	X	272-060 EF	Federal-Aid Highway Construction Annual Training Report
	X	272-061 EF	Federal-Aid Highway Construction Cumulative Training Report
	X	350-130 EF	Field Acceptance/Verification Report (RAM/QPL)
	X	350-074 EF	Field Density Test
	X	350-074A	Field Dry Density Test
	X	422-635 EF	Field Note Record
	X	422-367 EF	Field Note Record for Drainage
	X	422-636 EF	Field Note Record (Sketch Grid)
	X	422-101 EF	Final Inspection and Acceptance of Federal-Aid Project
		422-009 EF	Final Records Notes Title Page
		422-009B EF	Final Records Notes Title Page
	X	230-036B EF	Follow-Up Documentation Review
		422-010 EF	Force Account Equipment Rate Request*(2/06)
		350-564 EF	Gradation Chart – 0.45 Power
(X)*	X	350-161 EF	HMA Mineral Aggregates
(X)*	X	350-092 EF	Hot Mix Asphalt Compaction Report
	X	350-073 EF	Hot Mix Asphalt Test Section Report
(X)*		350-042 EF	HMA Mix Design Submittal
(X)*	X	350-560 EF	Ignition Furnace Worksheet
	X	230-036A EF	Initial Documentation Review (Procedures)
	X	422-004 EF	Inspector's Daily Report
	X	422-004A EF	Inspector's Daily Report - Diary Page
	X	422-004B EF	(Street) Inspector's Daily Report*(7/08)
(X)*	X	422-020	Inspector's Record of Field Test
	X	422-100 EF	Interim Inspection of Federal-Aid Project
(X)	X	422-021	Item Quantity Ticket
	X	422-568 EF	Load Tally Sheet
	X	272-051 EF	MBE/DBE/WBE On-Site Review
	X	350-572 EF	Manufacturer's Certificate of Compliance Checklist
(X)*		450-001 EF	Manufacturer's Certificate of Compliance for Ready Mixed Concrete
	X	350-514 EF	Moisture – Density Relationship Report
	X	421-007 EF	Order to Resume Work
	X	421-006 EF	Order to Suspend Work
		450-004	Pile Book
	X	350-023 EF	Pit Evaluation Report
	X	450-005 EF	Post-Tensioning Record
	X	350-026 EF	Preliminary Sample Transmittal

(X)*	X	410-025 EF	Project Engineer Transmittal
	X	420-012 EF	Recommended Changes to Specification and Construction Manual
	X	350-071 EF	Request for Approval of Material*(<u>12/08</u>)
	X	350-157 EF	Rice Density
	X	350-056 EF	Sample Transmittal
(X)	X	422-027 EF	Scaleman's Daily Report
		422-110 EF	Statement of Apprentice/Journeyman Participation
	X	350-114 EF	Summary Report of Acceptance Sampling and Testing
	X	410-027 EF	Test Pile Record
		422-012 EF	Title Sticker – Final Record Books
	X	226-012 EF	Trainee Interview Questionnaire
(X)*	X	350-162 EF	Volumetrics Worksheet
(X)	X	422-024	Water Delivery Ticket
		421-045 EF	WSP Field Check List